

Northwest Kidney Centers - Facility Checklist - Broadway

Preparation For, and Recovery From any type of Disaster Event.
Information for Staff Temporarily Relocated to an Alternate Facility

ITEM	NEED TO KNOW	NOTES
Building Access	<p>Key/Keycard/Security Code</p> <p>Patient door lock/unlock procedure</p>	<p>Keycard will get you in the back door or in through the garage.</p> <p>There will also be a lock box at the back of the building near the back door.</p> <p>The front door is on a timer or you can lock & unlock the doors with the buttons in the hallway closet between the reception and the treatment areas.</p>
Parking	<p>Where to park at the facility and how to access garage if applicable</p>	<p>Parking garage attached to the building or park behind the building.</p>
Power	<p>Location of main breakers</p> <p>Location(s) of sub-panels</p> <p>Locations of emergency (battery-operated) lights</p> <p>Location of time clock for radiant heat panels</p> <p>Location of time clock for outside lighting</p>	<p>Main breakers are located on the 1st fl. In the closet at the southeast section of the building by Christmas supplies.</p> <p>Sub-panels are located in the closets in the hallway between reception and the treatment areas and one in the old reuse room.</p> <p>There is a generator that will keep some of the lights on throughout the building</p> <p>Time clock for the radiant heat panels is located near the sub-panels in the hallway</p> <p>On lighting control panel in garage stairwell</p>
Water	<p>Location of incoming feed line(s) & shut off</p>	<p>Domestic water first floor room next to ramp leading to garage.</p> <p>RO water in closet in RO room.</p>
Natural Gas	<p>Location of main shut-off & Wrench</p>	<p>Natural gas shut-off is outside at the back of the building near the oxygen closet. A shutoff wrench will be inside the oxygen room</p>
Oxygen Gas	<p>Location of distribution manifold & shut-offs</p>	<p>Oxygen closet is located in a room outside the back door.</p>

	Location(s) of zone shut-off(s)	Zone shut off is located in the hallway by station 1.
Fire Alarm System	Location on main panel; reset procedure; vendor contact info	Fire alarm panel is in the hallway near HR. Push the silence button and the fire dept. will tell you when to push reset.
Security System	Location on main panel; reset procedure; vendor contact info	No security system
HVAC	Location of On/Off switch (or breakers) Location of time clock (if applicable)	The on/off switches are located in the 5 th floor machine room. There is a switch on each of the units. There is no time clock for HVAC
Phones	Location of switch; vendor contact info Location(s) of direct lines (emergency line, fax lines) Location of Cell Phone; charged and working? Location of 800MHz radio; charged and working?	There is a direct phone line in the nurse's station on the 3 rd fl Located in the chart room above the med refrigerator and is checked daily. Located at the nurse's station & is charged and ready to use.
Data	Location of router/server	Routers are on each fl. Server is on the first floor in the north hallway
Disaster Toolbox	Location; procedure to access; inventory check	Located in the cage in the parking lot behind the building. A key for the box is on the med key ring.
Emergency Container	Location; inventory check (first aid/pharmacy box/etc.)	Located in the closet next to the freight elevator on 3 rd fl
Emergency Supplies	Location; inventory check (food/water/blankets/etc.)	Located in the basement storage area.
Dialysis Supplies	Location & Inventory	Located in the basement storage area.
RO System	Detailed procedure for start-up/shut-down Testing equipment/supplies/QA log	Startup: Push the "ON" button on the front panel of the RO. Turn on the alarm panel on the wall near the door. Allow the unit to run for at least 15min and complete the morning water checks. Logs are found in the water

		<p>room on the table or in the holder on the wall. Logs are pre-dated. All testing equipment is found in RO room except for the COM-100 conductivity meter. The COM-1- is in the chief tech office on the 3rd fl. Shut down RO: Turn off the alarm panel near the door, then push the "OFF" button on the front panel of the RO.</p>
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If you have questions or would like to submit updates to this checklist, please place a Plant Ops work order through KNET.

DATE: May 17, 2016